



Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR)

Use of SF 1164 for Reimbursement



- **This guide is to assist MTBP participants who use SF 1164 for reimbursement of their commuting costs.**
 - **Who is eligible**
 - **How to apply**
 - **Accounting classification**
 - **Completion and submission of SF 1164**
 - **Other questions**



- **Who is eligible to use SF 1164 for reimbursement?**
 - **The Standard Form (SF) 1164, “Claim for Reimbursement for Expenditures on Official Business”, is used as a method of reimbursement for the MTBP in areas where DOT cannot purchase transit fare media.**
 - **If DOT is able to purchase fare media in an Installation's geographic region, the DOT distribution process must be instituted.**
 - **Members of the Army National Guard and Army Reserve who are serving on active duty for less than 30 days, and temporary employees on board for 30 days or less, MUST use the SF 1164 reimbursement process, regardless of whether DOT fare media is available.**
 - **Installation POCs and Resource Managers will have joint responsibility for administering the SF 1164 portion of the**



- **How do I apply for use of SF 1164?**
 - **Complete the MTBP application form. Under Part III, “Mass Transportation Benefit Calculation”, check the block for “SF 1164 reimbursement”.**
 - **Enter the accounting classification which funds your salary in Part IV, “Funding Information” of the application. In order to process the forms accurately and bill the proper funding source for use of the MTBP benefit, it is imperative that the funding information is filled out correctly. Contact your Payroll/Timekeeper POC or Resource Management/Comptroller Office POC to obtain the correct information.**
 - **See the next two slides for specific information about the accounting classification.**
 - **Sign and date the application form and submit it to your Installation MTBP POC**



SAMPLE GFEBs Budget Address

(Entries in **RED** will change as required)

021 202010D12 A22ZZ 435212 VMTS 12JC 41043

S21001

Commitment Item,
Ex: 12JC=Mass
Transit Subsidy -
Civilian

MDEP, Ex: VMTS=Public
Transit Subsidy for Civilians

APE, Ex: 435212= Service-wide
Spt

Funds Center (Posn 1=Army, Posns
2&3=Operating Agency, Posns
4&5=Location)

Fiscal Year of Issue, Ex: 12=FY2012

Appropriation, Ex: 2020=OMA, 2010=MPA, 2065=OMARNG



- **APPROPRIATION:** Enter the appropriation that funds your salary
- **FISCAL YEAR:** Enter the current fiscal year
- **FUNDS CENTER:** Enter the codes that identify the OA that funds your salary, and your location
- **ARMY PROGRAM ELEMENT:** Enter the APE that funds your salary
- **MANAGEMENT DECISION PACKAGE:** Enter the MDEP for your type of employment:
 - **VMTS** - Funds the MTBP for civilian employees.
 - **PAOT** - Funds the MTBP for active duty military members.
 - **PRAG** - Funds the MTPB for RC members serving on active duty.
- **COMMITMENT ITEM:** Enter the code for your type of employment:
 - **122C** - For all military members (AC and RC).
 - **12JC** - For all civilians and NAF employees.



- **What happens next?**
 - **Upon receipt of the application, the MTBP POC will verify that DOT does not provide fare media, and will also verify the accounting classification information with the applicant's Payroll/Timekeeper POC or Resource Management/Comptroller Office POC. The MTBP POC will then approve the application.**
 - **Participants will purchase fare media with their own funds, maintaining receipts, cancelled checks, and/or used passes to document payment.**
 - **At the end of each quarter (December, March, June, September), participants will submit SF 1164 to the MTPB POC for approval.**
 - **A participant can only claim reimbursement from the date of entry into the program. The entry date will be verified by the Installation POC.**



- **How do I complete and submit the SF 1164?**
 - **No later than the fifteenth day of the last month of each quarter (December, March, June, September), participants will submit SF 1164 to request reimbursement of qualified mass transportation expenses. A maximum of three months of fare media expenses may be submitted at one time and must be submitted only at the end of each quarter.**
 - **Complete information in Blocks 1, 4(a), 4(b), 4(c), and 4(d), 6, and 7. Sign and date the SF 1164 in Block 10, as the Claimant.**



- **How do I complete and submit the SF 1164? (continued)**
 - **Under Block 6, Expenditures:**
 - **Enter Code C for “Other Expenses”.**
 - **Enter the dates (e.g. 6/01 to 9/30) being claimed for the transit subsidy and the total amount claimed for reimbursement. The amount claimed should be the actual amount spent, up to the maximum reimbursement amount allowed.**
 - **State the method of transportation (e.g. bus, van pool).**
 - **Include a statement that the participant is seeking reimbursement under the Mass Transportation Benefit Program.**
 - **If supporting documentation (e.g. receipts, used transit passes) is available, enter the following statement in block 6: “I certify that I purchased this transportation, and I used it during this period solely for the purpose of commuting to and from work.” Attach the supporting documentation to justify the claim.**
 - **If supporting documentation is not available, enter the following statement: “I certify that I am purchasing this transportation without**



- **How do I complete and submit the SF 1164? (continued)**
 - **Submit the completed SF 1164 to the MTBP POC for approval. The POC signs in Block 8 as the Approving Official to document that the employee is a valid participant in the program.**
 - **The MTBP POC will submit the SF 1164 to the installation Resource Management Office for completion. The POC will also provide the participant's funding information to the Resource Manager. The fund citation will be entered in the "Accounting Classification" block at the bottom of the SF 1164.**
 - **The Resource Manager will sign the SF 1164 in Block 9 as the Authorized Certifying Officer, and will forward the SF 1164 to the appropriate Defense Finance and Accounting Service location for processing.**



- **How will I receive reimbursement?**
 - **Participants will be reimbursed through Electronic Funds Transfer (EFT). The payment will be directly deposited into the account that the employee has designated for receipt of their salary. Payment should be received within two weeks after DFAS receives the SF 1164.**



What if I have more questions?

- Check with your installation POC
- Consult the Army's MTBP website at:
- <http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
- Consult the “MTBP Program Policy, Procedures and Guidelines” found on the website
- Contact the DA Program Manager (click on the Army MTBP email icon on the website)